

How to Use the Print, Copy & Mail Services, and Printed Promotional Products Statewide Contract

Contract #: OFF44 Contract Duration: 7/1/2015 – 6/30/2018

MMARS #: OFF44V2* Options to renew: Two 2-year options to renew

Contract Manager: Anthony Delaney – (617) 720-3118

Anthony.Delaney@MassMail.State.MA.US

This contract contains: **Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors and Environmentally Preferable Products (EPP) Equipment**

Contract Summary, Benefits and Cost Savings

This contract covers a large variety of print, copy and mail services and also printed promotional products available from a broad selection of vendors. There are four (4) categories available:

Cat #	Category Name
1	Printing Services
2	Copying Services
3	Mailing Services
4	Printed Promotional Products

- The statewide contract includes copy, offset, pre-press and post-press production services, and mail services that cover a broad array of services for printing, copying, mailing and printed promotional products.
- No shipping/freight charges allowed on this contract.
- Use the same Contractor for Repeat Orders: If you have a repeat order (with the exact specifications as a previous order) within one year of previous bid, you may select the Contractor who previously fulfilled the order by submitting that quote directly to that Contractor for completion of the repeat order. Eligible Entities are required to document such purchases in their procurement file. Also, Eligible Entities are strongly encouraged to obtain quotes periodically for repeat orders to assure themselves they are getting the best prices.
- COMMBUYS offers an easy, transparent method of purchasing; both through quoting and direct ordering.
- The contract offers easy to use cost sheets for (Category 2) basic, low volume copying and for 10 popular promotional products (Category 4). Costs for all other items must be done through a quote process.
- Categories 1 and 2 work may include a mail component in addition; all vendors are able to **add** the mailing component to the print or copying services.
- **Strictly mail jobs must only** be placed only with Category 3 vendors.

- Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details: All categories are on a quote basis; except Category 2 items listed in the Cost Table.

Quotes – For all categories requesting a quote should be completed in Commbuys, the artwork, Quote/Order Form, and any other relevant items should be attached to the order. It is recommended that ALL vendors within the category should be selected for a quote, however, only a minimum of 5 are required. Awarding should also be completed via Commbuys, and should be transparent.

Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract, for example, by requiring that the vendor also be approved under Category 3 for jobs that contain a mail component.

1. Category 1 – Printing Services (Commercial Printers)

All Commercial Printer Contractors provide:

- **Commonwealth Print Services (CPS) and MassCor/Massachusetts Correctional Industries (MCI) should be used when applicable, although additional quotes are recommended.**
- Mail components of print jobs **may** be handled by the print vendors.
- Delivery - All pricing includes FOB delivered to ordering facility.
- It is **recommended** that ALL vendors within the category should be selected for a

quote, however, only **a minimum of 5 are required**. Bidding and awarding should also be completed via Commbuys, and should be transparent.

- Vendors may submit quotes for work that in addition to print contains a mail component. They may not, however, place quotes on strictly mail jobs.
- **Approval of Proofs:** Eligible Entities should review and approve proofs provided by Contractors prior to start of each project, when appropriate.

2. Category 2 – Copying Services (Copy Centers)

- **Commonwealth Print Services (CPS) and MassCor/Massachusetts Correctional Industries (MCI) should be used when applicable, although additional quotes are recommended.**
- All Copy Center Contractors provide:
 - Quick copying projects requiring fast turn-around (48 hours or less)
 - Black & white or color originals requiring up to 20,000 printed copies and/or sets
 - Mail components of print jobs may be handled by the Category 2 vendors.
- Delivery - All pricing includes FOB delivered to ordering facility.
- It is **recommended** that ALL vendors within the category should be selected for a quote, however, only **a minimum of 5 are required**. Bidding and awarding should also be completed via Commbuys, and should be transparent.
- Vendors may submit quotes for work that in addition to print or copy services contains a mail component. They may not, however, place quotes on strictly mail jobs.

3. Category 3 – Mailing Services (Mail Service Providers)

All Mail Service Provider Contractors provide:

- Automated, customized mailing services of printed materials that will qualify for discounts by the Post Office.
- Contractors have been qualified as full-scale Mail Houses to complete mail service projects and should be considered first when you have projects requiring mail services only or mail services in conjunction with copying or printing orders.

The following are the steps for purchasing these Mail Services:

A. Project Preparation

1. Call Mail Service Provider to discuss your mailing/mail project.
2. Be prepared to discuss and provide information regarding the project:
 - a. Contractor will need Eligible Entity's Name & address database.
 - b. Request consultation re: postal regulations, determination of mail class/type
 - c. Type of mail piece (letter, laser letter, postcard, self-mailer, newsletter)
 - d. Required time line/ schedule for mailing, including when pieces will be picked-up and/or delivered
 - e. Contractor prep time requirement for processing including proof/re-proof. (Prep time may vary with each Mail Service Provider).
 - f. Inquire whether postal discounts are available for the mailing.

B. Request Quote(s): In Commbuys process as you would any bid/quote, make sure the supporting information is within an attachment. Ask for written, detailed, line item quote(s) for all charges associated with mail/production project.

C. Next Steps - Things to Remember:

1. If you are using a bulk mail account, you need to be sure that you have sufficient funds in the account to support the postage costs.
2. If you are not using a bulk mail account, you should give the Mail Service Provider a check made payable to the Postmaster where the mailing is to be mailed (i.e. Postmaster Boston, Postmaster Reading) for the total postage cost for the mailing.
3. If an Eligible Entity requests UPS be utilized for Express Next Day, Second Day Delivery, or Ground Service, the Contractor must agree to utilize the Eligible Entity's Account Number and designate the delivery as outward bound utilizing the current Statewide Contract (#OFF44) or its successor for these services.

D. Project Preparation

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2. Be prepared to discuss and provide information regarding the project:
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In Commbuys process as you would any bid/quote, make sure the supporting information is within an attachment.

Ask for written, detailed, line item quote(s) for all charges associated with mail/production project.

F. Next Steps - Things to Remember:

1. If you are using a bulk mail account, you need to be sure that you have sufficient funds in the account to support the postage costs.
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For MMARS Users Only

1. To encumber funds:
 - A. For service charges, encumber funds utilizing the (CT) and the related commodity line.
 - B. For postage charges, encumber funds utilizing the incidental purchase order (GAE) made payable to the appropriate Postmaster. (Please note: Eligible Entities that use Commercial Printers to provide mail service should reimburse Commercial Printers that provide postage as a pass-through expense for post-production services using this method of payment also.)
 - C. Contractors payments are processed via (PRC) through invoicing referencing the appropriate (PC) and/or (GAE) document.

4. Category 4 – Printed Promotional Products

- It is **recommended that ALL** vendors should be selected for a quote, however, only a **minimum of 5 are required**. Bidding and awarding should also be completed via Commbuys, and should be transparent.
- All Printed Promotional Products Contractors provide a wide range of product categories within the promotional products including grade of products, product lines, and origin of product. If your bid has requirements you must either request information or detail your needs during the quote process.
- Delivery - All pricing includes FOB delivered to ordering facility.

Vendor List and Contract Regions



1. **West Region:** Berkshire, Franklin, Hampshire, and Hampden Counties.
2. **Central Region:** Worcester County.
3. **Northeast Region:** Middlesex, Essex Counties.
4. **Boston Region:** Norfolk, Suffolk Counties.
5. **Southeast Region:** Plymouth, Bristol, Barnstable Counties.
6. **Cape Islands:** Dukes, Nantucket Counties.

There are a total of 30 vendors on the OFF44 contract. Contractors have designated the regions in which they will provide service under the statewide contract.

Category	Vendor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
1	Central Print Services	X	X	X	X	X	X
	D.B.S. Industries, Inc., dba Diversified Business Systems (DBS)	X	X	X	X	X	X
	Deschamps Printing and Marketing Solutions, Inc.	X	X	X	X	X	X

	Flagship Press	X	X	X	X	X	
	George H. Dean Company	X	X	X	X	X	X
	Lane Printing & Advertising	X	X	X	X	X	X
	MassCor	X	X	X	X	X	X
	MMP Printing of Brookline, Inc.		X	X	X	X	
	Puritan Capital, Inc.	X	X	X	X	X	X
	Razargraphics	X	X	X	X	X	X
	RR Donnelley	X	X	X	X	X	X
	Shawmut Advertising D.B.A. Shawmut Communications Group	X	X	X	X	X	X
	Standard Modern Co., Inc.	X	X	X	X	X	X
	Sterling Business Products, Inc. (dba Sterling Printing)	X	X	X	X	X	X
	The Journeyman Press	X	X	X	X	X	X
2	Boston Business Printing			X	X	X	
	Boston Mailing Company, Inc.	X	X	X	X	X	
	Central Print Services	X	X	X	X	X	X
	Fowler Printing & Graphics, Inc.	X	X	X	X	X	X
	George H. Dean Company	X	X	X	X	X	X
	JORDAN ENTERPRISES INC. dba SD VISUAL IMAGES	X	X	X	X		
	Lane Printing & Advertising	X	X	X	X	X	X
	MassCor	X	X	X	X	X	X
	Mass Repro Ltd dba/Sir Speedy/Milk St.		X	X	X		
	MMP Printing of Brookline, Inc.		X	X	X	X	
	Puritan Capital, Inc.	X	X	X	X	X	X
	Sterling Business Products, Inc. (dba Sterling Printing)	X	X	X	X	X	X
3	Fowler Printing & Graphics, Inc.						
	Lane Printing &						

Statewide Awards

	Advertising	
	Standard Modern Co., Inc.	
	Universal Wilde, Inc.	
4	Advertising Products Corporation	Statewide Awards
	Flagship Press	
	Graphic Productions, Inc.	
	Hannaford & Dumas	
	Lane Printing & Advertising	
	MG Products LLC	
	Millennium Printing Corporation	
	NEPM	
	Oceans Promotions	
	Print Associates	
	Razz-m-Tazz Promotions, LLC	
	Sterling Business Products, Inc. (dba Sterling Printing)	

Under **NO CIRCUMSTANCE** are jobs to be quoted OR submitted to vendors not awarded within the particular job category. If a vendor solicits services or accepts a job outside of their awarded category they will be reviewed for immediate suspension.

Strategic Sourcing Services Team Members

<i>Name</i>	<i>Department</i>
Lisa Baker	Operational Services Division
Kathy Chipman	Massachusetts Lottery Commission
Ed Glora	Boston Public Schools
Rocco Albano	Dept of Housing & Community Development
Joe Bellofatto	Department of Revenue
Karan DiMartino	Department of Public Health